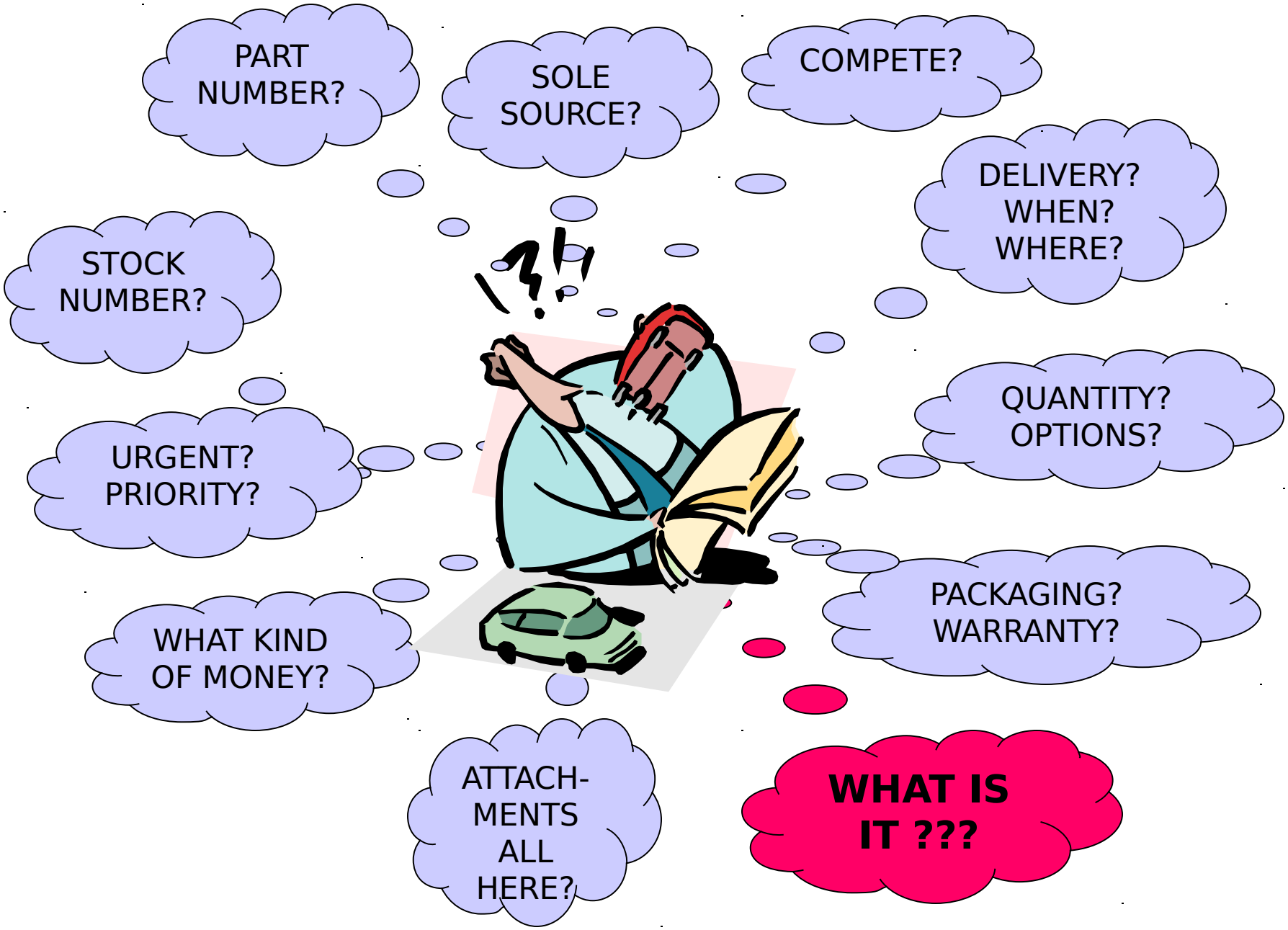
PURCHASE REQUEST (PR) & ATTACHMENTS

PRESENTED BY: HENRY GOSWICK/PKPB


PART NUMBER?
SOLE SOURCE?
COMPETE?
DELIVERY? WHEN? WHERE?
STOCK NUMBER?
!?!
QUANTITY? OPTIONS?
URGENT? PRIORITY?
PACKAGING? WARRANTY?
WHAT KIND OF MONEY?
ATTACH-MENTS ALL HERE?
WHAT IS IT ???

PURCHASE REQUEST
AFMC INSTRUCTION 23-102

- AFMC FORM 36
  - CENTRAL CONTRACTING
- DD FORM 448
  - MILITARY INTERDEPARTMENTAL PR
- AF FORM 9
  - OPERATIONAL CONTRACTING
- DD FORM 1348-6
  - BASE OPERATIONS /COMMODITIES

PURCHASE REQUEST

(Central Procurement and Research Development Test and Evaluation)

PAGE 1	OF	PAGE 5 1

1. PROC. ACTY	2. TYPE PR	3. PRIORITY R	4. DATE PREPARED	5. PURCHASE REQUEST NUMBER FD2060-02-71019	6. AMENDMENT NO. Basic

7. CODES
IM: W MGR DES: PF TYPE REQ: 2 MMC: BU IMC: 1 I&A: 1 ASI: N

8.

ITEM NO. A	DESCRIPTION B	AMC / AMS C	QUANTITY D	UNIT E	EST UNIT PRICE F	EST TOTAL PRICE G
000	This PR is initiated to purchase the following NSN: 4240-01-415-4239 ERRC: **N** NOUN: Mask, Small CC: LA IMQ: 310 01 64 15590K-1N00-590K00WB Budget Code: 8 PN: 88115010-10 CAGE**: 98752** Application: MCU-2A/P Gas Mask, Small With four one year options with a maximum 1000 per option.	2G	379	EA	$129.37	$49,031.23

10. ITEM NO. A	REQU DES B	DELIVERY SCHEDULE C	11. SHIP TO A (1)	MARK FOR A (2)	MILSTRIP DATA B
0001	R	May 2002	FB2065	ACCT 09	

12. REMARKS
The buy initiated from the March 2001 DO41 comp.
Request a copy of the DD250 be sent to the Program Manager at: WR-ALC/LESGF 295 Byron Street Robins AFB GA 31098-1611 Attention Johnnie Kincaid.
Security code: 7
Cage Code: 98752
Est Dollar Value: $566,511.23
No obligation maybe incurred until FY02 funds have been certified. Expect funds to be available Oct. 01.

13. B. ACCOUNTING CLASSIFICATION

SUPPLEMENTAL ACCOUNTING CLASSIFICATION

ITEM NO. A	APPROPRIATI (1)	LIMIT	FC/Y (2)	OAC/ASN (3)	BPAC/RCCC (4)	MPC (5)	EEIC (6)	PROG (7)	ADSN (8)	CPN (9)	
0001	97X4930	FC04	642	47E8	15590K	01N000	00000	590K00	672300	F0330L	

14. APPROVALS

A. PREPARED BY	C.	E.
Paul Marchant LESGF 468-7603 X 205	Johnnie Kincaid LESGF 468-7603 X 243	
B.	**D.**	**F.**

BLOCK 1
PROCURING ACTIVITY

- **WR-ALC/PK CONTRACTING OFFICE DODAAC CODES**

- http://pkec.robins.af.mil/DoDAAC_Table.doc

PR Checklist

- PR initiators use a checklist to make sure that they have everything YOU will need to work their requirement. You may find it useful too.
- https://wwwmil.robins.af.mil/logistics/PurchaseRequest/Documents/BUY PR CHECKLIST 24 Nov 03..doc

BLOCK 2
TYPE PR

- TWO CHARACTERS
- ALPHANUMERIC
- IDENTIFIES PR AS INCOMING OR OUTGOING

BLOCK 3
PROCUREMENT PRIORITY

PR CODE	EXPLANATION	TRANSLATION	SC D
A	EMERGENCY	EMERGENCY	A
B	MICAP BACKORDER	URGENT	A
C	1-3 BACKORDER	URGENT	B
D	PUBLIC EXIGENCY	URGENT	B
R	ROUTINE	ROUTINE	B
E	NEED SOONER THAN PLT + ALT	ROUTINE	B

BLOCK 4
DATE PREPARED

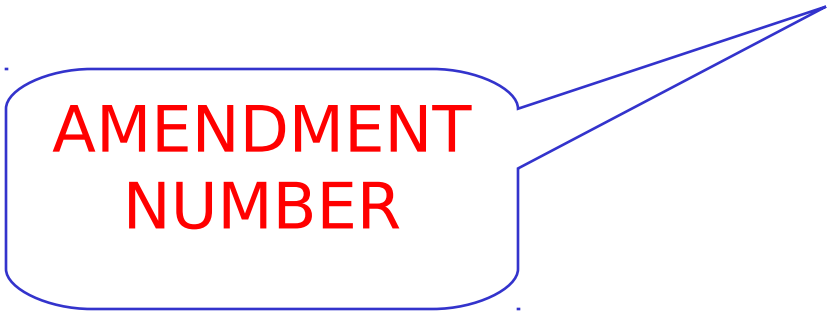
- DATE THE IM PREPARES THE PR

BLOCK 5
PURCHASE REQUEST NUMBER

- 13 Position code - FD2060-04-12345
  - Positions 1-6 are the address code (i.e. SRAN) of the initiating activity.
  - Positions 7-8 are the fiscal year (04 for 2004).
  - Positions 9-13 are locally assigned tracking numbers that is unique for each initiating office.

BLOCK 6
AMENDMENT NUMBER

FD2060 – 02 – 70291 - 01



IF THE BASIC PR MUST BE AMENDED, A TWO DIGIT NUMBER WILL BE UTILIZED, BEGINNING WITH –01.

BLOCK 7
CODES (REQUIRED)

- **IM: 1ST CHARACTER OF IM CODE**
- **MGR DES: LAST 2 CHARACTERS OF IM CODE**
- **TYPE REQUIREMENT:**
  - **2 – OTHER REQUIREMENT**
  - **3 – FOREIGN MILITARY SALES**
  - **4 – SECURITY ASSISTANCE PROGRAM**
- **MMC: MATERIAL MANAGEMENT AGGREGATION CODE**
  - **2 POSITION ALPHA CODE (AA THROUGH AZ)**
  - **IDENTIFIES SPECIFIC ITEMS**
  - **SOMETIMES PART OF THE NSN**

BLOCK 8a
ITEM NUMBER

LIST PR LINE ITEMS

- BEGIN WITH -0001
- NUMBER SEQUENTIALLY
- Sub Line items use a two digit alpha code: 0001AA, 0001AB, etc.

BLOCK 8b
DESCRIPTION

- NATIONAL STOCK NUMBER:
  6150-01-335-3095LG
- NOUN: Cable Assembly, Special
- PART NUMBER: PSDAF-102
- Applicable to: C-130
- Plus any other descriptive information the IM/PMS has to share with you.

BLOCK 8b
DESCRIPTION

USE PSEUDO CODE IF NO NSN EXISTS

0000 PROVISIONING	0001 DATA
0002 SERVICES	0003 REPAIR & OVERHAUL
0004 MOD & RETROFIT	0005 INDEFINITE QTY
0006 REQUIREMENTS TYPE CONTRACT	0007 CATALOG TYPE CONTRACT
0008 CAP	0009 FIRST DESTINATION CHGS
0010 TECH ORDERS	0011 WARRANTIES

BLOCK 8c
PMC (PROCUREMENT METHOD CODE)

DEFINITIONS FOR AMC/AMSC FOUND IN DFARS APPENDIX E

E-201.1 Acquisition method codes.

http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfarsapxE.htm

BLOCK 8c
PMC (PROCUREMENT METHOD CODE)

- SAME AS ACQUISITION METHOD CODE
- SHOULD MATCH CODE ASSIGNED DURING THE SCREENING PROCESS FOR SPARE PARTS (AFMC 761)
- IF NO AFMC 761
  - USE “3L”: BELOW SCREENING THRESHOLD
  - USE “00”: SCREENING WAIVED
  - EXEMPT

BLOCK 8c
PMC (PROCUREMENT METHOD CODE)

$10,000 – SCREENING THRESHOLD AT ROBINS

EXCEPTIONS:

- STOCK CLASS IDENTIFIED IN PKP LTR DTD 10 JAN 00
- http://pkec.robins.af.mil/pr/handbook/97_11d.pdf

Others:

- INSURANCE ITEM *(Not Insurance Policy Buy)*
- INITIAL PROVISIONING
- ONE TIME BUY
- LOCAL PURCHASE

BLOCK 8d
QUANTITY

- HOW MANY DO WE NEED?
- SEPARATE ATTACHMENT OR REMARK MAY REQUIRE QUANTITY RANGES OR OPTIONS
- INCREASES OR DECREASES REQUIRE AN AMENDMENT

BLOCK 8e
UNIT

- COMMON UNIT OF ISSUE
  - EA – EACH
  - LO – LOT
  - KT – KIT
- SEE AFMC MAN 64-104 VOL I **Table A4.43. Purchase Unit.**
- **https://www.afmc-mil.wpafb.af.mil/pdl/afmc/man/64series/64_104v1/64-104v1.pdf**

BLOCK 8f AND 8g
ESTIMATED UNIT & TOTAL PRICE

- ESTIMATED VALUE (Comes from PR History, it is usually the price of item the last time it was bought.)
- USUALLY NOT A VALID BASIS FOR PRICE COMPARISON OR NEGOTIATIONS

BLOCK 9
TOTAL PR AMOUNT

- VALUE OF EVERYTHING THAT THE PR REQUESTS BE PUT ON CONTRACT
  - SHOULD INCLUDE OPTIONS
  - SHOULD INCLUDE HIGHEST QTY RANGES
  - MAYBE EXPRESSED AS AN “ESTIMATE” IN A SEPARATE REMARK
- USED TO DETERMINE DOLLAR THRESHOLDS FOR COORDINATIONS

BLOCK 10
DELIVERY SCHEDULE INFO

- BLOCK 10a – ITEM NUMBER
  - SHOULD CORRESPOND TO BLOCK 8
  - VERIFY ALL LINE ITEMS ARE INCLUDED
- BLOCK 10b – REQ
  - REQUIRED (R)
  - DESIRED (D)
- BLOCK 10c – DELIVERY SCHEDULE
  - WHEN IS ITEM REQUIRED

BLOCK 11
SHIP TO/MARK FOR/MILSTRIP

- BLOCK 11a – SHIP TO AND MARK FOR
  - SHOULD CORRESPOND TO INFO PROVIDED ON DD FORM 1653, TRANSPORTATION SHEET
  - ACCT 09 MEANS “STOCK”
- BLOCK 11b – MIILSTRIP DATA
  - MILSTRIP IS A CODED LINE OF DATA THAT IDENTIFIES WHO THE END USER IS AND HOW URGENT THEIR REQUIREMENT IS.
  - DIRECT SHIP TO DOD OR FMS USUALLY HAS MILSTRIP REQUISITION NUMBER AND PRIORITY DESIGNATOR

BLOCK 12
REMARKS

- USED FOR INFO THAT NO OTHER BLOCK HAS PROVIDED
  - AUTHORITY
  - APPROVED SOURCES
  - LIST OF ATTACHMENTS
  - WARRANTY REQUIREMENTS
  - OTHER ADDITIONAL GUIDANCE

BLOCK 13
ACCOUNTING CLASSIFICATION

- BLOCK 13a – ITEM NUMBER
- BLOCK 13b – FUND CITE
- USED IN YOUR SOLICITATION AND AWARD
- FUNDS MAYBE CERTIFIED ON THE PR, BUT USUALLY THEY ARE NOT.

BLOCK 14
APPROVALS

Block 14 MUST BE SIGNED by someone authorized to approve the purchase.

What you need to know is that without a signature you DO NOT have a real PR and without a real PR you have no authority to contract for anything.

ATTACHMENTS

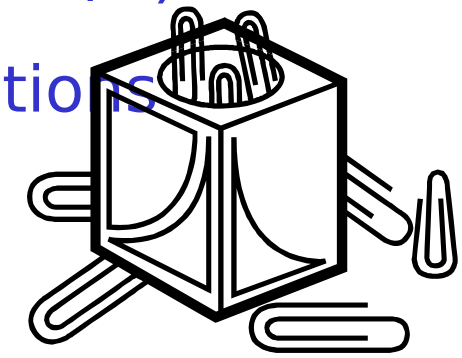
Ozone Depleting Substance (ODS) Statement

Screening sheet (AFMC 761)

Quality Requirements (AFMC 807)

First Article (F/A) justification and instructions (AFMC 260)(if screening sheet requires F/A)

F/A Test Data (DD 1423) (if F/A instructions require testing off-base)



ATTACHMENTS

Sole source justification or a valid screening sheet for a buy under SAT

DD Form 254 if classified (hardware or data)

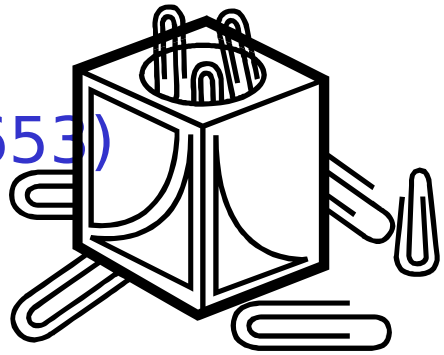
Engineering Data List

DRMS/IRIS Screening https://www.drms.dla.mil

Packaging (AFMC 158)

Transportation (local version of DD 1653)

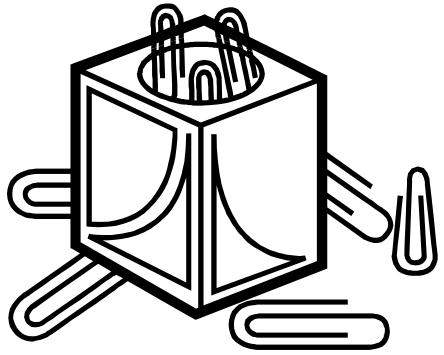
Market Research Summary



ATTACHMENTS

Military Spec, Purchase Description, Commercial Item Description

Warranty Information



ATTACHMENTS
AFMC 761

AMC/AMSC SCREENING ANALYSIS WORKSHEET

- ESTABLISHES THE ACQUISITION METHOD CODE
- LISTS APPROVED SOURCES
- LISTS ANY FIRST ARTICLE REQUIREMENTS
- ESTABLISHES COMPETITIVE STATUS
- PROVIDES DATA AVAILABILITY

ATTACHMENTS
SOLE SOURCE JUSTIFICATION OR J&A

RULE: ANYTHING OTHER THAN FULL AND OPEN COMPETITION HAS TO BE JUSTIFIED!

****LESS THAN $100K RESTRICTED – VALID AMC CODE/CURRENT SCREENING SHEET JUSTIFIES. IF NO VALID AMC, MUST HAVE SOLE SOURCE JUSTIFICATION. ("00" or "3L" is not valid AMC.)**

****OVER $100K RESTRICTED – MUST HAVE J&A**

****COMPETITIVE(i.e.AMC 1G/2G)-ANY $ VALUE –NO J&A**

ATTACHMENTS
SOLE SOURCE JUSTIFICATION OR J&A

SOLE SOURCE DETERMINATION

FAR 13.106-1(b)

JUSTIFICATION & APPROVAL (J&A) –

FAR 6.303

ATTACHMENTS
AFMC 762

- ENGINEERING DATA LIST
  - IF AMC IS “G” (Fully Competitive)
  - IF AFMC 761, SECTION D, BLOCK 2 IS “YES”
- EXPORT CONTROL (Foreign Sources have to register with Joint Certification Program Office
  - http://www.dlis.dla.mil/jcp/

ATTACHMENTS
DRMS SEARCH RESULTS

- IAW AFMCI 23-102, IM MUST QUERY **INTERROGATION REQUIREMENTS INFORMATION SYSTEM** (IRIS)
  - ITEM ALREADY IN STOCK AT ANOTHER BASE
  - ITEM HELD AT DRMO FOR POTENTIAL DISPOSAL
- BUYER QUERIES AGAIN PRIOR TO AWARD
  - http://www.drms.dla.mil/asset/govealpa.html

ATTACHMENTS
OZONE CERTIFICATION

AFFARS 5323.804(b)

Requiring activities must provide to the contracting officer either:

(1) A certification that there are no Class I ODS requirements, or

(2) A copy of a SAO approval for each Class I ODS requirement.

ATTACHMENTS
AFMC 807

RECOMMENDED QUALITY ASSURANCE PROVISIONS & SPECIAL INSPECTION REQUIREMENTS

- BASED ON COMPLEXITY AND CRITICALITY
- USE TO SELECT RECOMMENDED QA REQUIREMENTS IN SOLICITATION

ATTACHMENTS
DD 1653

TRANSPORTATION DATA FOR SOLICITATIONS

- April 1999 DoD form (front page only)
- LGMTT completes the form
  - Adds its own notes on the back page
  - 16 JAN 2003 is the most current edition of their notes.
- Transportation Provisions
- Transportation Appropriation Chargeable (TAC) Codes

ATTACHMENTS
AFMC 158

PACKAGING REQUIREMENTS

- Completed By LGMTT
- Info May Be Stamped On Pr
- May Reference A Special Packaging Instruction (SPI) (DD Form 2169) That Has To Be Attached To Solicitation
- Info Used In Solicitations and Awards

ATTACHMENTS
FOR SERVICES/REPAIR/OVERHAUL

- STATEMENT OF OBJECTIVES (SOO)
- STATEMENT OF WORK (SOW)
- APPENDIX A – WORK SPECIFICATION
- APPENDIX B – GFP Lists
- APPENDIX C – SAFETY SPECIFICATION

ATTACHMENTS
DD1423

- CONTRACT DATA REQUIREMENTS LIST (CDRL)
  - PR HAS LINE ITEM FOR DATA
    - ENGINEERING SERVICES
    - OVERHAUL/REPAIR
    - FIRST ARTICLES
  - ATTACH TO SOLICITATION/AWARD

ATTACHMENTS
DD1423

Foreign Disclosure Policy Statement

- Export Controlled data with a distribution code other than “A” in AFI 61-204 Attachment 2
- See http://www.e-publishing.af.mil/pubfiles/af/61/afi61-204/afi61-204.pdf

ATTACHMENTS
DD254

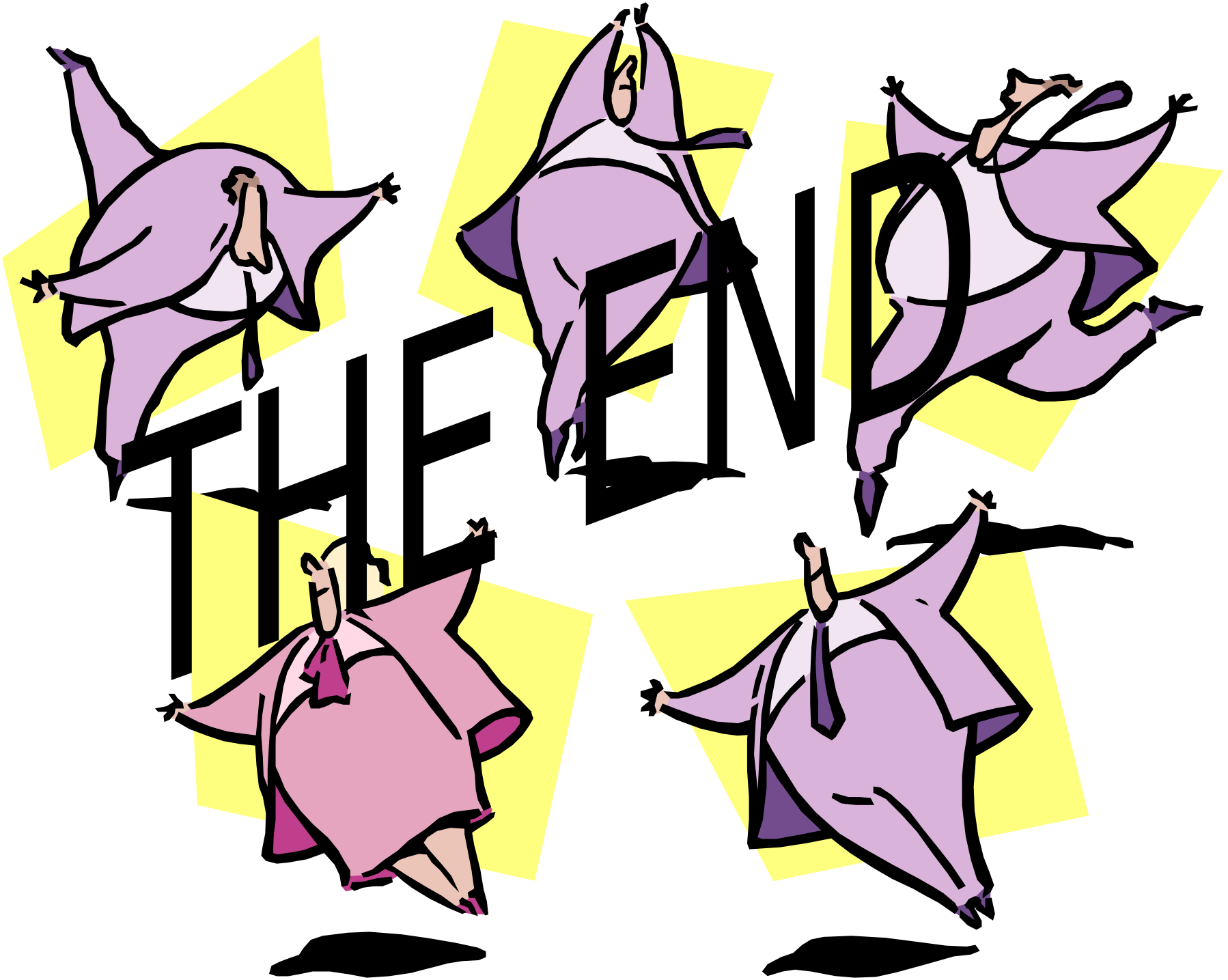
CONTRACT SECURITY CLASSIFICATION SPECIFICATION

- Some things we buy are classified or require access to classified material during the course of our contract with a vendor.
- Copy Of Classification Guide Must Be Included
- Becomes Part Of Solicitation/ Award

ATTACHMENTS
J041 HISTORY RECORD

IDENTIFIES PREVIOUS ACQUISITIONS

- PIIN – CONTRACT NUMBER
- DATE OF AWARD
- QUANTITY
- COMPETITION CODE
- TYPE CONTRACT
- NUMBER SOURCES SOLICITED/OFFERS RECEIVED
- PRICE EVALUATION CODE
- UNIT PRICE
- CONTRACTOR INFORMATION
- DELIVERY/LEAD TIME INFORMATION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